

Nondistrict Use of the District Instructional Media Center's Materials and Equipment

Limitations

Limits will be placed on types of equipment, length of check-out time and amount of materials available for any single check-out. Among the latter will be any reproduction, video and office equipment.

1. Types of equipment not to be circulated for nondistrict use:
 - a. Reproduction equipment (e.g., thermofax, cameras);
 - b. Video equipment (e.g., porto-paks, monitor/receivers, video cassette recorders, VTR cameras);
 - c. Office equipment (e.g., typewriters, power staplers, calculators);
 - d. Small motion picture projectors (e.g., 8mm projectors);
 - e. Microcomputers;
 - f. Telescopes;
 - g. Presentation display ("PowerPoint") projectors.
2. Materials not to circulate for nondistrict use:
 - a. Films with restrictive agreements (e.g., Walt Disney purchase agreement states: (1) no charging of fees, (2) no showing after school hours or evenings);
 - b. Microcomputer software with no backup disk;
 - c. Multimedia kits containing consumable items.
3. Length of check-out
 - a. Equipment:
 - (1) A one-day limit unless checked out to use with IMC materials then time is same as 3.b.;
 - (2) Items checked out on the day before a weekend or holiday are due back on Monday or the day after a holiday.
 - b. Materials (kits, films and microcomputer software):
 - (1) A two-week limit on kits and items other than 16mm films;
 - (2) A one-day limit on films (16mm) unless over a weekend or holiday.

4. Amount of materials to be checked out:
 - a. Equipment - Limit of one large piece of equipment with one to two support pieces (e.g., 16mm projector with screen or filmstrip projector, cassette recorder and screen);
 - b. Materials (kits and films) - Limit of three items to anyone at one time (e.g., three 16mm films, three reel to reel tapes, three kits).

District Priority

The district shall have first priority on materials and equipment. Nondistrict user scheduled items may be cancelled with no advance notice and material may be recalled at any time to serve the needs of the district.

Responsibilities of Users

The borrowing organizations and individuals will be held responsible for the cost of repairs, loss and expendable materials. Failure to pay for repairs, loss and expendable materials will cause suspension of borrowing privileges by that organization or that private individual. Repeated failure to return the materials and/or equipment on time will serve as cause for suspension of borrowing privileges. A qualified or experienced person shall operate the equipment.

Fee Schedule

Equipment and films checked out on one day have to be returned by 5 p.m. the following day.

Equipment

16mm film projector	\$17.00 per day
Screen	\$ 5.00 per day
Carousel slide projector	\$11.00 per day
Tape recorder	\$12.00 per day
Cassette player/recorder	\$12.00 per day
Record player	\$15.00 per day
Filmstrip projector	\$15.00 per day
Overhead projector	\$15.00 per day

Films

Up to 11 min (F series)	\$ 8.00 per day
12-25 min	\$12.00 per day
26-60 min	\$16.00 per day

Kits and other materials

Kit	\$10.00 per week period
All other materials	\$ 5.00 per week period

Appeal Process

If there is any disagreement about the application of this policy, appeal may be made to the superintendent by letter. Action will be taken upon receipt of a written complaint stating the issue. If the action taken is unsatisfactory the individual/group may address the Board by:

1. Writing to the Board stating the concern; and/or
2. Contacting the Board's secretary and asking to be placed on the agenda of the next Board meeting.

**Lincoln County School District
Waldport Annex
380 NW Spring St
Waldport OR 97394
541-563-6367**

	YES	NO
Do you plan to use the material/equipment on a regular basis?	G	G
Will the material/equipment be used to make a profit for the user?	G	G
Is the material/equipment for personal use?	G	G
Is the material/equipment to be used for religious instruction?	G	G
Are you representing a tax-supported group or agency?	G	G
Do you charge fees to your clients?	G	G
Do you conduct a pre-school program preparing children for entry into the first grade?	G	G
Is the material/equipment to be used for teaching a child on a compulsory attendance waiver?	G	G

Name of Organization

Signature of Applicant

Date of Application

The above questions will be helpful in determining into which user group an applicant shall be placed.

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Lincoln County School District schools are given first priority on materials and availability dates. Materials on loan to nondistrict users may be recalled at any time.

The undersigned person or group accepts the responsibility to return the materials and/or equipment in satisfactory condition when it is due or upon demand from the Instructional Media Center. All fees shall be paid when the items are checked out. The undersigned shall pay for any loss or damage of materials and/or equipment while in his/her possession.

Name of Organization

Signature of Applicant

Date of Application

Telephone (Home/Work)

Address